

# Site visit CHECKLISTS

## Target Audience

Target networks	Age range	CIBSE member grades	Timings	
<input type="checkbox"/> Special Interest Group <input type="checkbox"/> Region <input type="checkbox"/> Society <input type="checkbox"/> Young Engineers Network <input type="checkbox"/> Fellows Network	<input type="checkbox"/> Children (under 18) <input type="checkbox"/> Young Engineers (18 – 35) <input type="checkbox"/> Experienced Engineers (35 - 65) <input type="checkbox"/> Retired Engineers (65+)	<input type="checkbox"/> Student <input type="checkbox"/> Graduate <input type="checkbox"/> Affiliate <input type="checkbox"/> Licentiate <input type="checkbox"/> Associate	<input type="checkbox"/> Member <input type="checkbox"/> Fellows <input type="checkbox"/> Non-members	<input type="checkbox"/> Morning <input type="checkbox"/> Lunchtime <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

## Health and Safety

Planning	Are the following required of the attendees?	Accessibility	
<input type="checkbox"/> Maximum number confirmed <input type="checkbox"/> Fire procedures confirmed <input type="checkbox"/> PPE requirements confirmed	<input type="checkbox"/> Hard hat <input type="checkbox"/> Hi-vis vest <input type="checkbox"/> Site boots	<input type="checkbox"/> Competency card <input type="checkbox"/> Identification card <input type="checkbox"/> Non-disclosure agreements	<input type="checkbox"/> Are there any uneven surfaces? <input type="checkbox"/> Are there any heights? <input type="checkbox"/> Is the site accessible by public transport?

Remember to add the requirements to the Eventbrite listing!

## Site Location

Considerations	Yes	No	Yes	No	
Are attendees expected to have prior knowledge of this topic?	<input type="checkbox"/>	<input type="checkbox"/>	Is it within walking distance of public transport?	<input type="checkbox"/>	<input type="checkbox"/>
Does the topic offer a unique perspective or new information?	<input type="checkbox"/>	<input type="checkbox"/>	Does the site offer a unique perspective or new information?	<input type="checkbox"/>	<input type="checkbox"/>
Can the audience apply the information or skills learned from the topic in their personal or professional lives?	<input type="checkbox"/>	<input type="checkbox"/>	Can the audience apply the information or skills learned from the topic in their work?	<input type="checkbox"/>	<input type="checkbox"/>
Is the topic feasible to cover within the time and resource constraints of the seminar?	<input type="checkbox"/>	<input type="checkbox"/>			

## Promotion

Eventbrite	Speakers (if applicable)	Additional
<input type="checkbox"/> Eventbrite set up <input type="checkbox"/> Tickets <input type="checkbox"/> Eventbrite has all the details	<input type="checkbox"/> Speaker confirmed <input type="checkbox"/> Name & Bio added to Eventbrite <input type="checkbox"/> Photograph added	<input type="checkbox"/> Network's LinkedIn pages <input type="checkbox"/> CIBSE Journal requested <input type="checkbox"/> External promotion (sponsor/collaborator's channels)

## Potential Collaboration

Would this event be of interest to other CIBSE networks?	Would this event be of interest to other institutions?	Would this event be of interest to other industries?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No